

June 15-July 10, 2020

Online

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Office Hours: View on the instructor's web page or office door

**Note: This document and other class related materials are available at <https://blackboard.wku.edu>.
All components of this syllabus are tentative. As the class progresses changes may be made by the instructor.*

Catalog Description

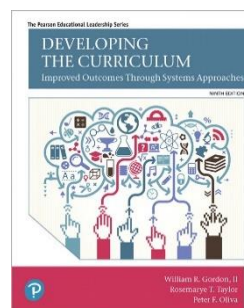
Study of curriculum design and evaluative techniques used by P-12 teachers. Covers research-based strategies for implementing integrated, differentiated curriculum. Students must have access to technology resources and/or equipment identified by instructor.

Major Topics

1. The curriculum: theoretical dimensions
2. Curriculum development: role of personnel
3. Curriculum development: components of the curriculum system development process
4. Curriculum implementation

Required Text and Materials

Developing the Curriculum (Subscription), 9th Edition
Gordon, Taylor & Oliva
©2019 | Pearson
ISBN-13:9780134802718



Instructional Delivery

As an online class, most of the instructional activities will be conducted via Blackboard. The instructor will offer instructional videos as lectures and information to guide students through the concepts and skills offered in this course via the World Wide Web. Online exams/quizzes will be administered via Blackboard. The instructor will serve as a coach and resource as students participate in class learning activities and exploratory learning. Most instruction will be delivered via the class textbook and instructor offered multimedia presentations. Additional readings and methodologies of delivering instruction might be utilized.

- Exam/assignments and information will be posted on the class Blackboard web site.
- Exam/assignments due dates and exam dates will be posted on the class Blackboard calendar.

- If an assignment is posted, student submissions will always be submitted to the instructor via the class Blackboard “Assignments” tool unless otherwise noted.
- Exams and quizzes will be administered via Blackboard.

Examinations

- Students are expected to not work together on exams/quizzes.
- Time limitations will be applied and enforced on exams. Working beyond the time limit will result in the exam/test closing and points being deducted from a student’s grade.
- When taking an exam on Blackboard, it may appear that students may pause an exam and resume later. However, when an exam is paused, the timer continues to run. When a student takes more time than allowed, a “!” will appear in the Blackboard Grade Center and remain until the instructor reviews the attempt and reduces the grade due to the overage in time. Time limits will not be in place on quizzes—only exams.

Exams are typically Multiple Choice and/or True/False and type questions. Students will typically take one or more quizzes and an exam at the end of each chapter. At times, exams and quizzes may cover multiple chapters.

Assignment Information

- Assignments will have detailed information including due dates on the class Blackboard web site.
- All assignments will be turned in via the “Assignments” feature on Blackboard unless otherwise directed.
- All assignments turned in *must* be keyed.
- **IMPORTANT NOTE:** When downloading an assignment to Blackboard the assignment file name should be named (saved as) using the following format:

Last Name, First Name (hyphen), Chapter (ex. Ch06), Exercise Name

For example

McDonald, Michael-Ch06, Rubric Assgn



Evaluation

The variety of assignments, quizzes and/or exams provides the instructor of this course with a multitude of materials and performances upon which to base the final grade. During this semester, students will be engaged in a wide variety of activities that require different amounts of time.

Grades will be determined using the percentage of total points system. The grading scale which will be applied to each student’s percentage follows:

Percentage	Grade
90-100	A
80-89	B
70-79	C
60-69	D

Class Policies

1. As an online class, attendance is not taken. However, the dates of participation may be submitted to the registrar's office.
2. Missing assignment due dates may be excused if an appropriate medical office excuse is offered. Assignments will be allowed to be made up in an appropriate time determined by the instructor.
3. Other missed assignments may be excused if the situation is critical as determined by the instructor.
4. A reduced grade may rarely be offered under very serious circumstances at the discretion of the instructor.
5. Due dates are posted on the class Blackboard calendar.
6. Assignments turned in late without a medical office excuse or pre-approval by the instructor will be given a grade of zero (0).
7. Zeros will be given for work not submitted.

Expectations of Students

Student should:

- A. **Daily** check the class Blackboard Announcements, and Calendar, and, email from the instructor.
- B. Read extensively on the topics relevant to the course.
- C. Complete tests/quizzes and prepare assignments on the topics relevant to this course.
- D. **Take *personal responsibility* for submitting all requirements by the dates due.** This includes overcoming technical issues.
- E. Exhibit ethical and professional behavior in completing class examinations, assignments and interacting with other students and the instructor.
- F. Be an active member in all components of the class.

Contacting the Instructor

Unless the need is immediate, email tends to be the best way to contact the instructor. Due to the risk of receiving an email with a virus or other damaging program, and the large number of spam and frivolous messages received by the instructor, many messages are deleted without being opened. **IMPORTANT NOTE:** To avoid the risk of a student message being deleted, students should place the class subject abbreviation and class number in the subject line followed by a brief description of the purpose of the message.

For example:

TCHL530: Question about creating the rubric.



- This helps the instructor single out student's message for a timely and meaningful response.
- The instructor will *attempt* to answer student's emails within 48 hours if received on Monday through Thursday of in-class weeks.
- The instructor may NOT be able to answer within this time frame if the message is received Friday through Sunday, or during days WKU classes are not in session. Further faculty responsibilities may delay the instructor's response.
- Students with an immediate need may try to contact the instructor via the telephone or by coming to the instructor's office.
- Office hours will be posted on the instructor's web page and posted on the instructor's door. However, office hours may be interrupted due to other faculty responsibilities. Please attempt to make an appointment if you wish to speak with the instructor personally.

Class Policies

1. Students using their own computers to complete assignments have the responsibility for making certain their computers and internet technology:
 - Is in good working order
 - Possesses the necessary hardware and software required by the class
 - Is compatible with WKU's online instructional delivery
 - Is working correctly at the time of submitting assignments. Students should NOT wait until the final day (or hours) to submit an assignment in case a technical problem occurs

- The instructor uses MS Office for Windows. Documents created in any other format (ex. Mac) **may not be able to be opened by the instructor**, therefore, cannot be graded and will receive a zero.

Upon discovery of a technical problem, and the student suspects the problem is with the online instructional system, the student should:

- Contact the WKU Help Desk at <http://www.wku.edu/infotech/> or 270.745.7000 to ascertain if the problem is with WKU technology or the student's hardware or software.
- Email the instructor **during the time assignment is due** to inform the instructor of the actions being taken. The WKU Help Desk will send the student a case report via email. This case report should be forwarded to the instructor to verify the technical problem and steps toward remedy.

Technical Problems!

Note: these actions do NOT shift responsibility away from the student. A student's responsibility does NOT end with a mouse click when sending an assignment, exam or message. The student's responsibility ends when the submission has been received (in the correct format) by the instructor.

2. Students should exercise a high degree of academic honesty in completing assignments and participating in evaluations. Each student should make certain that all work submitted is their own and give credit to authors when their words are used. Students who do not exercise academic honesty may receive an "F" for the class and fall under further penalties from the university.
3. Unless otherwise instructed, all assignments are to be keyed. Hand-written assignments will not be graded.
4. All assignments will be submitted via the "Assignments" tool in Blackboard unless otherwise directed by the class instructor.
5. Digital assignments sent to the instructor in the wrong format will NOT be graded.
6. If the instructor offers multiple extra-credit opportunities, a MAXIMUM of 20 extra-credit points is the maximum points an individual student may be awarded for their final grade.
7. Assignments may be conducted in groups. All members of a group are expected to participate/contribute. When there are indications that individual members do not contribute they may forfeit their points/grade.

Use the Windows-based MS Office

Academic Offenses

(Taken from the Western Kentucky University student handbook at <http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/P1Policy/14AcademicOffenses.htm>)

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

Academic Dishonesty - Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure.

Plagiarism - To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism. Students who commit plagiarism or any other act of academic dishonesty will receive a failing grade for the course and may be subject to dismissal from the program. Student work may be subject to review and checks using plagiarism detection software.

Cheating - No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.

Other Types of Academic Dishonesty - Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office of Student Life for disciplinary sanction.

Statement of Diversity

We believe that diversity issues are of major import to student and school success. We fundamentally believe in and support the value of heterogeneous groups and the richness of benefits when students are involved with diverse populations, settings, and opinions. This course is designed on the basic assumption that learning is something we all actively engage in by choice and personal commitment. The format of this class will be a community of scholars, each with their rights and responsibilities of membership. We will not tolerate immoral, illegal, or unethical behavior or communication from one another, and we will respect one another's rights to differing opinions.

Student Disability Services

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is 270.745.5004 [270.745.3030 V/TTY] or email at sarc@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Student Accessibility Resource Center (SARC).